



Departmental Promotional Examination
ADMINISTRATIVE ASSISTANT II
Final Filing Date: September 22, 2006

Equal Opportunity Employer – "Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, medical condition, disability, religious or political affiliation, age, or sexual orientation." "It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants."

EXAMINATION TYPE

This is a departmental promotional examination.

WHO CAN APPLY

Applicants must have permanent or limited term civil service appointment (with permanent status) or a Training and Development assignment with the Department of Personnel Administration (DPA) as of September 22, 2006, the final filing date, in order to take this examination.

Under certain circumstances other employees may be allowed to compete. Refer to the "General Information, Promotional Examinations Only" located on page 4 of this bulletin for other conditions.

HOW TO APPLY

Applications (STD 678) may be obtained at the DPA, local offices of the Employment Development Department and on the State Personnel Board's web site www.spb.ca.gov. Applications must be filed in person or by mail with:

Department of Personnel Administration
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814-7423
Attention: Rita Miranda - Personnel Office

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**FINAL FILING DATE**

Applications must be submitted by **September 22, 2006**, the final filing date. Mailed applications must be POSTMARKED by the United States Postal Service by the final filing date. If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above. Applications postmarked, personally delivered, or received via interoffice mail after **September 22, 2006**, will not be accepted for any reason. Use of DPA metered mail is prohibited. Faxed and/or electronic (e-mail) applications will not be accepted.

SPECIAL TESTING ARRANGEMENTS

If you need reasonable accommodations to take an interview, mark the appropriate box in Item 2 on your application. You will be contacted to make specific arrangements.

SALARY RANGE

\$4111 - \$4997

IDENTIFICATION REQUIRED

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s). Applications/resumes without this information will be rejected.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing staff work in a class equivalent in level to Administrative Assistant I.

OR II

Eighteen months of experience in the California state service performing the duties of an Executive Secretary II.

OR III

Experience: Three years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be in a class equivalent in level of responsibility to Office Services Supervisor I.)
2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a wide knowledge of the field of management, at least two years of which shall have involved the independent development of administrative recommendations.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience.) **AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet the education requirement on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

**POSITION
DESCRIPTION**

Under general direction, assists and advises a chief administrator and relieves him/her of administrative detail; consults with and interprets matters of policy to the operating divisions; studies and reviews the activities of the departmental programs to determine conformance with administrative policy and develops criteria for evaluating the effectiveness of departmental programs; assists department and division heads on administrative problems and procedure; makes special studies and investigations and prepares administrative reports; assists in the installation of new programs and procedures; cooperates with other agencies, groups, and individuals in connection with the coordination of departmental activities; studies proposed legislation and advises the administrator regarding its possible effect on departmental programs; confers with other staff members in regard to the need for legislation and reports such need to the administrator; represents the department at conferences, meetings, and legislative hearings; may supervise and review the work of the staff of the administrator's immediate office; prepares articles for publication; addresses interested groups; dictates correspondence and prepares reports.

**LOCATION OF
POSITION(S)**

A position exists with the DPA in Sacramento.

EXAMINATION INFORMATION

This examination consists of an Education and Experience evaluation weighted 100%. To obtain a position on the eligible list, a minimum rating of 70% must be obtained. This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **extremely important** that each candidate take special care in accurately and completely filling out his/her application. List **all** experience relevant to the 'Requirements for Admittance to the Examination' shown on this announcement. Supplementary information will be accepted, but read the 'Requirements for Admittance to the Examination' carefully to see what kind of information will be useful to the staff doing the evaluation.

NOTE: In the event that the DPA receives more than the required number of applications for the experience and education process, the examination will consist of a mandatory appraisal interview instead. During the interviews, competitors should be prepared to answer questions relating to areas shown under scope. Competitors who do not appear for the interview will be disqualified.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Principles, problems, and methods of public and business administration, including organization, personnel and fiscal management.
2. Office management principles, methods, and procedures.
3. Administrative survey techniques and skill in their application.
4. Statistical and research methods.

B. Ability to:

1. Think clearly and quickly, analyze and solve problems of organization and management.
2. Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies.
3. Supervise the staff of an administrative office.
4. Establish and maintain cooperative working relationships.
5. Communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.

ELIGIBLE LIST INFORMATION/ LIST EXPIRATION

A departmental promotional eligible list will be established for the DPA. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

QUESTIONS???

If you have any questions concerning this announcement, contact the DPA Examination Unit at (916) 324-3227.

GENERAL INFORMATION

THE DEPARTMENT OF PERSONNEL ADMINISTRATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

FOR AN EXAMINATION WITHOUT A WRITTEN FEATURE it is the candidate's responsibility to contact the Department of Personnel Administration, Examination Unit (916) 324-3227 three weeks after the final filing date if he/she has not received a progress notice.

APPLICATIONS are available at the Department of Personnel Administration, local offices of the Employment Development Department and on the State Personnel Board's web site: www.spb.ca.gov

IF YOU MEET THE REQUIREMENTS stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error; he/she will be rescheduled upon written request.

INTERVIEW SCOPE: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability, and fitness. In appraising experience, more weight will be given to the breadth and regency, of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older list must be used first.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the Department of Personnel Administration, or at the Information Counter of the State Personnel Board.

VETERANS PREFERENCE: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. 1) Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. 2) Credit in open nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veterans preference points will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veterans preference and definitions for Veterans and Disabled Veterans are available on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 or their web site: www.spb.ca.gov

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year for year basis.

DEPARTMENT OF PERSONNEL ADMINISTRATION

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Sacramento California 95814-7423

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922